

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
FACILITY PLANNING, CONSTRUCTION AND MANAGEMENT DIVISION  
FACILITIES ASSET MANAGEMENT BRANCH  
Infrastructure Estimating & Construction Support Section**

**DUTY STATEMENT**

**Associate Construction Analyst**

Under direction of the Departmental Construction and Maintenance Supervisor, the Associate Construction Analyst (ACA) is responsible for developing scope, reviewing, analyzing, and managing capital outlay, special repair, and communication infrastructure projects within California Department of Corrections and Rehabilitation (CDCR) institutions and facilities. The incumbent carries out project management responsibilities required to oversee the planning, budgeting, scope, and construction of capital outlay, special repair, and communication infrastructure projects in support of the Armstrong Court Compliance statewide Audio Video Surveillance Solution (AVSS) projects within CDCR. Extensive Statewide travel will be required.

Duties include, but are not limited to the following:

**45% PROJECT MANAGEMENT:**

- Assesses feasibility, efficiencies, and life cycle costs of proposed projects.
- Develops and writes preliminary specifications and cost estimates.
- Reviews working drawings, as-built drawings, and other documents to ensure compatibility and feasibility of proposed projects in relation to existing systems and structures.
- Prepares requests for approval of plans and specifications.
- Schedules and attends meetings with various state agencies and consultants.
- Coordinates the State Fire Marshal review and approval of project plans by scheduling and attending meetings.
- Coordinates inspections of projects by Department of General Services (DGS) inspectors.
- Consults with Correctional Plant Managers to determine individual institutional needs and requirements by reviewing all special repair, alteration specifications, and cost estimates of AVSS projects.
- Conducts field inspections during construction, through completion, and acceptance of projects, recommending and approving change orders and scope changes.
- Reviews contract documents for accuracy and compliance with contracting requirements, codes, policy, procedures, and regulations.
- Manages construction projects while both in the field (Prison facility) and office as both the lead and also a supporting member of the project team.

**35% PROJECT FUNDING AND FUND MANAGEMENT:**

- Conducts investigations, analysis, develops facts, and prepares reports on priority or acceptability of project for inclusion in the budget.
- Develops detailed budget estimates for repairs and maintenance.
- Submits recommendations for alternative funding sources.

- Works with outside consultants and/or CDCR staff to develop the final budget.
- Monitors project expenses and ensures appropriate spending utilizing Microsoft Excel.
- Approves requests for transfer of funds and ensures appropriate funding codes are used.
- Oversees the reconciliation of expenditures and provides recommendations for problem resolution using project records.
- Reviews consultant and contractor proposed billing/invoices/progress payments and disapproves/approves payment.
- Ensures all billings, invoices, and progress payments are coded appropriately for payment.
- Manages budget for repairs and maintenance for current fiscal years and succeeding fiscal years in accordance with Five-Year Plan using Microsoft Office.
- Conducts site inspections to confirm that projects meet material and technical specifications, timeframes, and other requirements of the project scope prior to approval of progress payments.

## 20% PROJECT AND CONTRACT SCOPE DEVELOPMENT AND MANAGEMENT:

- Reviews for compliance with plans, specifications, and contracts all scopes of work, schedule, and budget estimates.
- Proactively participants in resolution project problems by researching industry standards and recommending solutions.
- Assists institution/facility staff with the transfer/transition from new contracts warranty service to long-term service contracts.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles of planning and designing major public buildings and groups of buildings, and architectural and building costs and materials; building codes; State capital outlay procedures and budgeting; purposes, functions, and construction programs of State agencies; structural and mechanical engineering as related to buildings, and site preparation.

**Ability to:** Analyze construction programs and proposals, and make appropriate recommendations; gather data, prepare reports, and draw sound conclusions in the development of construction standards; establish and maintain cooperative relationships with those contacted in the work; and speak and write effectively.

## **DESIRABLE QUALIFICATIONS**

- Knowledge of the State's capital outlay process.
- Principles of accounting and budgeting.
- Use and application of computers in project monitoring.
- Ability to make verbal presentations using visual charts.
- Analyze project situations and recommend effective course of action.
- Knowledge of hazardous materials handling and environmental safeguards in accordance with government codes and standards, and recordkeeping and reporting of hazardous materials handling.
- Knowledge of proper maintenance/operational principles.
- Possess excellent writing skills.

INTERPERSONAL SKILLS:

- Ability to work in a team and interact successfully with employees and private consultants/contractors working together toward program goals and project completion.
- Ability to exercise a high degree of diplomacy, initiative, independence, and originality.
- Ability to communicate information, both verbally and in writing, in a clear and concise manner.
- Displays efficiency, effectiveness, conscientiousness, and professionalism.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to perform duties and responsibilities of this position while sitting at a desk and/or using a personal computer or other technological device(s) for extended periods of time.
- Work effectively in a professional office and institution environment.
- Ability to effectively handle stress and deadlines.
- Ability to effectively manage multiple priorities.
- Understand written and verbal communication and communicate effectively.
- Ability to stand for extended periods of time or walk extended distances.
- Work may involve exposure to extreme temperatures, dirt, dust, and loud noises.
- Ability to visually observe on-site mechanical operations, construction, and workmanship.
- Ability to travel and/or work overtime as needed.
- Travel throughout the state is required.
- Possession of a valid California Driver's License, Class C.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date